

**CITY OF MACON  
JOB DESCRIPTION**

**Communication Officer**

The City of Macon, Missouri is an Equal Opportunity Employer and promotes a drug free environment

**SUMMARY**

Gives information to callers, prepares and transcribes correspondence and otherwise relieves officials of clerical work and administrative detail by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following (other duties may be assigned):

- Locates files and attaches appropriate file to correspondence.
- Transcribes notes on typewriter or computer.
- Answers telephone and gives information to callers or routes calls to appropriate individual.
- Greets visitors, ascertains nature of business and conducts visitors to appropriate individual.
- Makes copies of correspondence or other printed materials.
- Dispatches officers.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Radio procedures.
- Street names and locations within the City of Macon for dispatching purposes.

**Skilled in:**

- Using typing/word processing equipment and software.
- Data entry.
- Using computers.
- Orally communicating routine information, technical information, and ideas to coworkers, supervisors, citizens and other personnel.
- Interacting with people and dealing with strained personal contacts and conflict situations.
- Using two-way radio.

**Ability to:**

- Read and comprehend basic work instructions written in standard business English.
- Add, subtract, multiply and divide whole numbers and decimals and calculate averages.
- Use common sense to carry out instructions (problem solving ability).
- Organize daily work activities.
- Be thorough and accurate in performing work activities (attention to detail).
- See things clearly that are within arm's reach (near visual acuity).
- Hear.
- Manipulate objects using the fingers and hands (finger and manual dexterity).
- Walk, stand, kneel, stoop and move light objects.

**WORK ENVIRONMENT**

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Works in an office environment.
  - Is exposed to a quiet to moderately noisy environment.
- .....

I, the undersigned, have read and comprehend the requirements of holding a position as Deputy Court Clerk for the City of Macon and if hired, agree to carry out the duties and responsibilities of the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this signature page to the office of the City Clerk along with your application/letter of interest.**  
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